

NAF PERSONNEL OFFICE- VAB Sub-Region
MWR & VQ Oceana, Dam Neck and Northwest

VACANCY ANNOUNCEMENT

01/30/03

Does not confer Civil Service Status

POSITION: **Recreation Assistant (Gym)**

ANNOUNCEMENT # **VB-28-03**

Grade: NF-0189-02

Salary: \$7.00-\$7.50

LOCATION: Fitness & Sports Division

CLOSING DATE: **Open Until Filled**

NAS Oceana, Virginia Beach VA 23460

AREA OF CONSIDERATION: Open

(1 Position), Regular Full-Time

NOTE: No relocation costs will be paid ~~~~~ Direct Deposit of salary is a condition of employment

DUTIES: Serves as duty manager as assigned to ensure the facility is functioning in a smooth, safe and efficient manner. Serves as point of contact to assigned subordinate staff, assuring tasks are in process/complete, providing necessary supplies and resolving minor problems and complaints of the employees. May make recommendations to the supervisor in regards to work performance of assigned staff. Checks the work schedule and ensures the facility is opened/closed at the posted time and in a state of cleanliness both inside and out. Reviews the schedule of events and ensures the facility is prepared prior to the scheduled start time. Responsible for issuing, receiving and controlling cash receipts and change funds under custody. Rings out cash register and assures the Daily Activity Report (DAR) is completed and certifies cash count of receipts and change funds. Determines cash shortages or overages by comparing total of cash receipts against cash register readings. Completes the deposit form in accordance with local procedures. Ensures all keys are turned into the lock box and or cashiers bag. Circulates among patrons to assist with equipment and maintain good order and discipline. Checks ID cards to assure that only authorized customers utilize the facility. Issues and receives athletic gear/equipment. Cleans and maintains facilities to ensure interior/exterior spaces are in a clean, neat and orderly state at all times. Performs other related duties as assigned.

QUALIFICATIONS: A combination of training and education or a minimum one-year specific experience in an athletic facility or program is required. Knowledge of basic arithmetic to perform inventory accountability and to compute charges and make change quickly and accurately. Skill in the use of basic hand tools to perform minor maintenance and repair. Must be a mature individual with documented leadership abilities, who can exercise control over a large group of people to ensure good order and discipline as necessary. Must be skilled in customer service techniques, tact and good judgment. Must possess CPR and First Aid Certification, or obtain within 30 days of hire.

SPECIAL REQUIREMENTS: This position is subject to an irregular tour of duty, which may include weekends and holidays. May be reassigned on an "as needed" basis to other athletic facilities to cover staff shortages. Must possess (or obtain within 30 days of hire) and maintain CPR and First Aid Certifications.

~FILING INSTRUCTIONS: Applicants must submit a completed application and preference documents to: NAF Personnel Office, 875 D Avenue, Bldg. 531 NAS Oceana, Virginia Beach VA 23460.

~NOTE: Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over".

~EMPLOYMENT PREFERENCES: To claim a preference, you must submit documents as follows. Explanation of preference is available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

~MILITARY SPOUSE: Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the application.

~VETERAN: Attach copy of DD-214 to application.

~INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and one of the following: DD-214 or copy of DD-1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/REENTRY CODE MATCHES ELIGIBILITY LIST.

~ALL prior military discharged within the past 5 years, must attach a copy of their DD214 showing the reason for discharge and re-entry codes.

~Active Duty Military: Military regulations require that you obtain a special request authorization (NAFPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors".

Web Site: www.nsa-norva.navy.mil

JOBS LINE: 440-JOBS (5627)